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ANDAMAN AND NICOBAR ADMINISTRATION
CHIEF PAY AND ACCOUNTS OFFICE

NOTIFICATION

Port Blair, dated the 29th December, 2010

No. 391(A)/2010/F.No. D.2(11)/AB/Estt./2005.— In exercise of the powers conferred by the proviso to Article 309 of the Constitution read with Government of India, Ministry of Home Affairs Notification No.14/3/60-ANL dated 11th April, 1960, and in supersession of this Administration's Notification No.36/2008/No.718/2008/F.No.D-2(11)/AB/Estt/2005 dated 19.03.2008 published in the Andaman & Nicobar Gazette Extraordinary No.38 dated 19.03.2008, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following Rules regulating the method of recruitment to the **Group 'C'** post of **Driver (Light Motor Vehicle)** in the Chief Pay & Accounts Office of the Andaman and Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- i) These rules may be called the Andaman & Nicobar Islands Group 'C' post of Driver (Light Motor Vehicle) in the Chief Pay and Accounts Organisation, Andaman & Nicobar Administration Recruitment (Amendment) Rules, 2010.
- ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POSTS, CLASSIFICATION AND THE SCALE OF PAY:-

The number of posts, the classification and the scale of pay attached thereto, shall be as specified in paras 2 to 4 of the Schedule annexed to these rules.

3. METHOD OF RECRUITMENT, AGE LIMIT, QUALIFICATIONS ETC.:-

The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in paras 5 to 15 of the said Schedule.

4. DISQUALIFICATIONS:-

No person —

- (a) who has entered into or contracted a marriage with any person having a spouse living; or
 - (b) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to the said posts:

Provided that the Lieutenant Governor (Administrator), Andaman & Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

5. POWER TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman & Nicobar Islands is of opinion that it is necessary or expedient to do so, he may, by order, and for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. SAVING:-

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes and to other special categories of persons in accordance with the order issued by the Central Government from time to time in this regard.

Lt. Genl. (Retd.) Bhopinder Singh
LIEUTENANT GOVERNOR,
Andaman and Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(N.P. Pillai)
Director of Accounts & Budget

SCHEDULE

RECRUITMENT RULES FOR THE POST OF DRIVER (LIGHT MOTOR VEHICLE)

1.	Name of the post	Driver (Light Motor Vehicle)
2.	No. of post	2 (Two) * 2010 * (Subject to variation dependent on workload)
3.	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Rs.5200-20200 + Grade Pay Rs.1900
5.	Whether selection post or non-selection post	Not applicable
6.	Whether benefits of added years of service admissible under Rule 30 of the C.C.S. (Pension) Rules, 1972 ?	No
7.	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by the Central Government) <u>NOTE:</u> The crucial date for determining the age limit shall be the closing date for receipt of names /applications from Employment Exchange / applicant
8.	Educational and other qualifications required for direct recruits	<u>Essential:</u> 1) Must have passed Secondary School Examination (X th Standard) from a recognized Board/Institution 2) Must possess valid Light Motor Vehicle Driving Licence 3) Must qualify Trade test / Professional test <u>Desirable:</u> 1) Three years experience in driving Light Motor Vehicle 2) Knowledge of Motor Mechanism and capable of rectifying minor defects in the vehicle 3) Having good knowledge of Traffic Regulation
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable

10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation / absorption & percentage of the posts to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not applicable
13.	If a DPC exists, what is its composition ?	Group 'C' DPC for considering cases of confirmation consisting of:- 1. Principal Secretary (Finance), A & N Admn. - Chairman 2. Director of Accounts & Budget - Member 3. Mechanical Engineer of Directorate of Transport - Member
14.	Circumstances in which U.P.S.C. is to be consulted in making recruitment	Not applicable
15.	Job Description	Attached as Annexure to Schedule

ANNEXURE TO SCHEDULE

JOB DESCRIPTION FOR THE POST OF DRIVER (LIGHT MOTOR VEHICLE)

The following are the duties performed by a Light Motor Vehicle Driver:-

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water & brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/ parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc., he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/ replacement of damaged parts etc.;
10. The damaged/ replaced parts of vehicle after repair shall be made available to vehicle In-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/ accidents to the authorities.